

**MINUTES OF THE DECEMBER 5, 2023 MEETING OF THE
WEST CORNWALL TOWNSHIP MUNICIPAL AUTHORITY**

The following are the minutes of the meeting of West Cornwall Township Municipal Authority held at the West Cornwall Township building situate at 73 South Zinn's Mill Road, Quentin, Lebanon County, Pennsylvania, on Tuesday, December 5, 2023, at 6:00 p.m. The meeting was duly advertised as required by the applicable statutes of the Commonwealth of Pennsylvania.

Present at the meeting were James Shoemaker, William Matthews, Marty Daigle, Joseph Foltz, Dennis Tulli, Glenn Yanos, and Robert Kolb, Authority Board members; David Lloyd and Russ Gible, West Cornwall Township Supervisors; Jeffrey Steckbeck, P.E., Manager/Engineer; Amy B. Leonard, Esq., Solicitor; David Bradley and William White, water operators; and George Dundore and Gary Rothstein, members of the public.

Authority Chairman James Shoemaker called the meeting to order. Mr. Kolb made a motion, seconded by Mr. Foltz, to approve the meeting minutes from the October 3, 2023 meeting of the West Cornwall Township Municipal Authority. All voted in favor.

Mr. Rothstein addressed the Authority regarding questions about the Quentin Water Company acquisition by the Authority, including the degree of public notices and input, the type of debt incurred, and the \$40 per EDU debt service increase per quarter on the water bill. He noted that his bill includes two EDUs of the debt service, and questioned the reason. Mr. Steckbeck explained that one EDU is the equivalent of 150 gallons per day, or 13,650 gallons per quarter of water use. A multiplier of 1.50 is applied, which raises the allowance to 20,000 gallons per quarter for one EDU. Any customers who use more than 20,000 gallons per quarter are billed for additional EDUs. Mr. Rothstein's water consumption of the 3rd quarter was 26,000 gallons, thus he was billed for two EDUs. Mr. Rothstein stated that he does not believe he uses that much water. The Authority directed that Mr. Rothstein's meter be checked to ensure proper functioning. If it is found his meter is inaccurate, he will be refunded any over charges. Additionally, Authority Board members explained to Mr. Rothstein that all PUC requirements and Municipality Authorities Act requirements were met, and that the Authority has the statutory power to acquire a water company and incur debt related to that purchase. The Authority does not have shareholders and the Authority Board members receive no financial benefit as a result of acquiring the Quentin Water Company. The goal was to keep operation and management of the water company at the local level. The Authority is a non-profit entity, and rates are kept as low as possible for the benefit of the rate payers, and 4 of the 7 Authority Board members are water customers who pay the same debt service as Mr. Rothstein.

Manager's Report – Mr. Steckbeck reviewed the Quentin and Stoberdale financial accounts for October and November 2023, as well as the water account, and directed that those statements be attached to the minutes. Mr. Yanos made a motion, seconded by Mr. Foltz, to approve the Authority's financial reports. All voted in favor.

The Personnel Committee met regarding the employees from the water company. A Motion was made by Mr. Foltz, seconded by Mr. Tulli, to approve the PA DOL form UC-1692 related to the Waiver of Unemployment Compensation Collateral. All voted in favor.

Mr. Steckbeck reviewed the 2024 Budgets and noted no rate increase for the sewer budget. Mr. Yanos made a Motion, seconded by Mr. Tulli, to approve the 2024 Quentin sewer budget. All voted in favor. Mr. Kolb made a Motion, seconded by Mr. Tulli, to approve the 2024 Stoberdale sewer budget. All voted in favor. Mr. Kolb made a Motion, seconded by Mr. Matthews, to approve the 2024 Water budget with no additional rate increase. All voted in favor.

Mr. Steckbeck reviewed the City of Lebanon Authority billing proposal for 2024, which would include a fee of \$4.00 per bill for sewer billing and \$3.40 per bill for water billing. Mr. Matthews made a Motion, seconded by Mr. Kolb, to approve the CoLA proposal, with the contractual agreement to be reviewed by the Authority Solicitor. All voted in favor.

Engineer's Report – Mr. Steckbeck reviewed the Eastern Enterprises Plan consisting of a 2-lot subdivision. The sewer design was reviewed by the Engineer and approval was recommended. A Motion was made by Mr. Foltz, seconded by Mr. Daigle, to approve the sewer design for the Eastern Enterprises plan. All voted in favor.

Mr. Steckbeck reported he had a conference with the Susquehanna River Basin Commission (SRBC) permit manager Mike Appleby and lead geologist Todd Eaby to review DEP permitting. The understanding is that the Authority will need an SRBC Permit when 99,000 gallons per day are pumped. Currently 65,000 gallons per day are pumped. The three active wells are permitted by the PA DEP for flow rates in the range of 93,600 gpd for Well 1, 108,000 gpd for Well 4, and 180,000 gpd for Well 3. SRBC indicated that it will make its own independent determination on the approved withdrawal rate of all three wells (combined) on a daily basis. When the Authority makes application to the SRBC, it should supply the geologist's report on the safe yield of the aquifer that is based on the standard pumping test and hydrogeologic analysis established in the SRBC regulations.

Mr. Steckbeck provided updates on the Quentin Riding Club redevelopment, the Apartments at 419 land development plan, and the new water tank project, for which contributions have been committed by Hurst and Landmark.

Operators' Reports – The sewer operator noted that air release valves were repaired and check valves need to be rebuilt. The water operator, Mr. Bradley, noted that the Authority needs to undertake a lead and copper pipe inventory to meet EPA rules. Cornwall Borough was holding a meeting on 12/13 to discuss this. The Authority reviewed a letter to customers to help customers determine the type of pipe in their homes, and inviting them to attend the Cornwall meeting where they can learn the details about the EPA rules. The Authority will need information from approximately 200 residences. Authority Board members were in favor of sending a similar letter to its customers.

Solicitor's Report – Attorney Leonard presented three (3) Agreements related to the Landmark Development, which had been executed by Landmark. Mr. Kolb made a Motion, seconded by Mr. Daigle, to approve the Developer's Agreement with Landmark. All voted in favor. Mr. Matthews made a Motion, seconded by Mr. Daigle, to approve the Indemnification Agreement with Landmark, which requires Landmark to indemnify the Authority for all utility work undertaken with the Right of Way of State Route 419. All voted in favor. Mr. Tulli made a Motion, seconded by Mr. Kolb, to approve the Reimbursement Agreement with Landmark, in accordance with the Municipality Authorities Act. All voted in favor.

Old Business – Mr. Steckbeck noted that a meeting is scheduled for 12/21/23 at 3:00 pm in the City of Lebanon Authority conference room at the Ridge Road office to discuss a potential joint water authority with Cornwall Borough. The meeting has been coordinated by PennVEST Executive Director Dr. Rigley and the Governor's action team for critical infrastructure. COLA, E-town Water Authority, Cornwall, West Cornwall, DEP and PennVEST will be attending. The meeting is open to the public.

New Business – The Authority reviewed a request for relief from water/sewer billing from the Quentin Fire Company. Mr. Foltz made a Motion, seconded by Mr. Tulli, to make a \$1,000 donation to the Fire Company. All voted in favor.

Mr. Steckbeck reviewed the water tapping fee study and the recommendation to set the water tapping fee at \$4,500. Mr. Foltz made a Motion, seconded by Mr. Tulli, authorizing preparation of a Resolution to set the water tapping fee in accordance with the study. All voted in favor.

The Authority reviewed a request for donations from Towamencin Township. No action was taken.

The Authority approved advertisement of the 2024 meeting dates.

Mr. Kolb made a motion to pay the bills, which was seconded by Mr. Tulli. All voted in favor. Mr. Tulli made a motion to adjourn, seconded by Mr. Foltz. The meeting adjourned at 7:25 p.m.

The next meeting of the West Cornwall Township Municipal Authority will be January 2, 2024 at 6:00 p.m.

Respectfully submitted,
Amy B. Leonard, Solicitor